

NOTICE OF VACANCY

TITLE: Junior Building Custodian
DEPARTMENT: Building Department
POSITION STATUS: Full-time, AFSCME Local 1818 position with full benefits
REPORTS TO: Senior Building Custodian
WEEKLY SALARY:

STEP I	STEP II	STEP III
\$935.61	\$969.86	\$1005.44

Hours: Monday – Thursday: 2:00PM -10:00PM; Friday: 7:00AM-300PM.
(9% differential for evenings as applicable; position will start out on day shifts until Department Head determines employee may work posted schedule.)

JOB SUMMARY

Performs a variety of custodial and building maintenance duties in City Hall and City Hall Annex (93 and 98 Washington Street) and other municipal buildings, as needed.

DUTIES

Sweeps, mops, waxes and polishes floors; washes walls and windows, dusts, polishes, arranges and moves furniture; vacuums rugs and stair carpets; cleans lavatories, washbasins and drinking fountains; empties wastebaskets. Cleans, services, and makes minor repairs and adjustments to heating and ventilating systems. Makes minor plumbing and electrical repairs & paints as needed. Advises Senior Building Custodian and Supervisor when major work or repairs are needed.

Operates and keeps power maintenance equipment, such as snow blowers, power lawn mowers, heavy duty floor polishers, vacuum cleaners, etc., in working order. Maintains grounds around buildings; rakes leaves; mows lawns and shovels snow. Opens and closes buildings according to schedule, guards against vandalism/unlawful entry, and responds to emergencies to buildings while on duty.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Some knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Ability to perform minor plumbing and electrical repairs and recognize need for major repairs. Ability to operate and perform minor servicing of light power equipment and heating systems. Ability to follow written and oral instruction. Ability to perform strenuous physical labor. Ability to develop and maintain effective working relationships with co-workers. Ability to work without close supervision.

QUALIFICATIONS REQUIRED

High school diploma or the equivalent. At least 1 year experience performing labor or building maintenance work; or any equivalent combination of education and experience which demonstrates possession of required knowledge, skills, and abilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate, it can fluctuate depending upon the task being performed and its location.

HOW TO APPLY:

Internal (AFSCME Local 1818) applicants must apply by 8/3/2022 to jobs@salem.com for preference, and external applicants can apply to jobs@salem.com also. If no internal candidate is chosen, position is open until filled.

City of Salem, Human Resources Department, Lisa B. Cammarata, Director
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

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DATED: July 27, 2022